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**A Guide to the  
Office of the  
Massachusetts  
Secretary of State**

**Michael J. Connolly,  
Secretary**



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UPDATE 4/92

## **Your Source for Public Information**

pg. 12: **Regulations Division** (address change)

One Ashburton Place, Rm. 2A  
Boston, MA 02108  
(617) 727-9136

pg. 15: **Western Office** (phone # change)

21 Elm Street  
Springfield, MA 01103  
(413) 784-1376

pg. 16 and outside back cover: **Public Affairs**

Due to budgetary constraints, there no longer is a Division of Public Affairs.

Inside back cover:

### **Popular Publications from the Secretary of State's Office**

Some of these publications are available only from the division that prepared them; others are available at the Bookstore. Those that are not listed below are no longer in print.

#### **Publications available from Citizen Information Service (617) 727-7030**

*Welcome to Massachusetts*, a practical guide for new residents

*Property Tax Exemptions for Older Citizens,  
Surviving Spouses, and Minors*

*Automobile Excise Tax Information*

*Safe and Sanitary Housing*, tenant and landlord rights and responsibilities (English, Spanish)

*How to Obtain a Marriage License in Massachusetts* (English, Spanish)


*Color Massachusetts*, a child's activity book and *Teacher's Lesson Plan*

#### **Publications available from the Elections Division 1-800-462-VOTE**

*How to Register and Vote* (English, Spanish)

*Absentee Voting* (English, Spanish)

*Don't Stand There...Run!*, a succinct "how-to" guide for political candidates

Continued 

**Available from the Corporations Division  
(617)727-9640**

*Choosing a Name for Your Business*

*Organizing a Corporation*

*Organizing a Non-Profit Corporation*

*When You Need Information About Corporations in  
Massachusetts*

**Available from the Public Records Division  
(617)727-2832**

*How to Become a Notary Public*

*How to Register as a Lobbyist*

**Available from the Tours Division**

*The Massachusetts State House, a walking tour  
guide*

**Available from the State House Bookstore  
(617)727-2834**

*Historic Places, Historic Parties\**, a list of historical  
buildings available for private functions.

*Your State Legislators\**, an up-to-date list of  
legislators, their committees, telephone  
numbers, etc.

*Lawmaking in Massachusetts*, how a bill becomes  
a law

*Citizens' Guide to State Services\**, a selective  
listing of governmental agencies and  
programs.

*\*There is a minimal charge for these publications.  
Please call the State Bookstore at (617)727-2834  
for prices.*

## What services does the Office of the Secretary of State provide?



**M**ost people know that we administer state elections and preserve certain state records. But many don't know that we are mandated to print laws as they pass, maintain files of every corporation doing business in the state, register brokers and investigate new offerings, and channel funds for historic preservation and restoration.

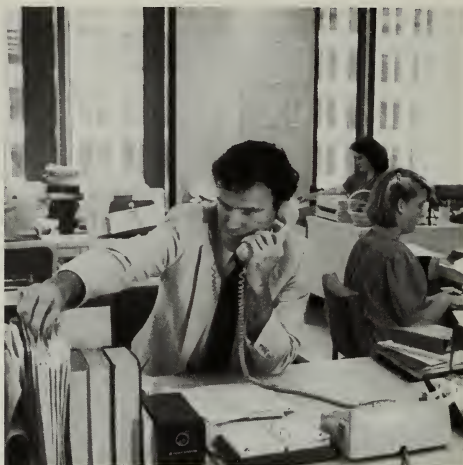
It is in the nature of our work that we amass a great deal of useful information, much of it related to state government. In order to share that information, we maintain research rooms open to the public, provide information over the phone, and publish a growing number of booklets, studies, books and pamphlets. Many are free and available at the State Bookstore.

This pamphlet provides a brief description of the activities and services of each division within our office as well as the types of information we make available to you by phone, letter or in person.

Call, write or visit us; a map locating our offices has been provided on the back cover. We are a valuable source for public information.

Michael J. Connolly,  
Secretary of State

## Citizen Information Service



**C**all CIS for help in finding the answers to your questions about licenses, taxes, consumer issues, legislation and other topics related to state government. You can count on the Citizen Information Service staff to follow through—they will provide an immediate answer, research your question and call back, or refer you to the appropriate informational source.

A bilingual staff member is available to assist Spanish-speaking callers.

Room 1611, One Ashburton Place  
Boston, MA 02108

(617) 727-7030 (in Metropolitan  
Boston)

1-800-392-6090 (toll-free)





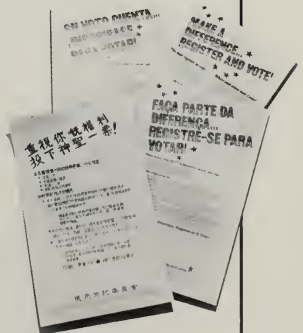
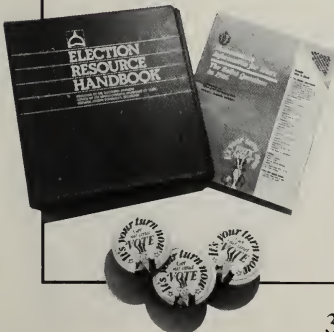
## Elections



**T**he Elections Division administers state elections. Staff members have the answers to your questions about state election results registering, voting, and running for elective office. They encourage voter participation through education programs and registration drives and publish *Information for Voters*, a convenient pamphlet which contains the text of statewide ballot questions and is distributed to every household in Massachusetts.

In addition, the staff travels across the state to brief local election officials on changing election laws, electoral trends and other issues of mutual concern.

Room 1705, One Ashburton Place  
Boston, MA 02108  
(617) 727-2828  
1-800-462-VOTE  
(toll-free voter infoline)

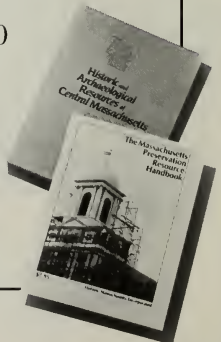
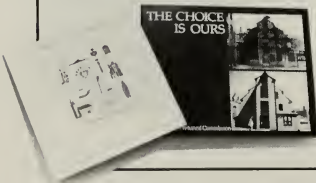




**E**stablished by the legislature in 1963, the Massachusetts Historical Commission (MHC) was created to identify, evaluate, and protect the important historic and archeological assets of the Commonwealth.

MHC protects archeological sites, lists properties to the National and State Register, and conducts statewide site surveys to evaluate the significance of historic and prehistoric properties. MHC also offers assistance to local historical commissions and Certified Local Governments, and provides technical assistance to public agencies, communities, the public, and to property owners and developers using federal tax credits for historic rehabilitation projects. Other program areas include the administration of the Massachusetts Preservation Projects grant fund and Survey and Planning grants.

80 Boylston Street, Room 310  
Boston, MA 02116  
(617) 727-8470







**A**ll of the approximately 300,000 profit, non-profit and foreign corporations doing business in Massachusetts must file with the Corporations Division. The division maintains computerized records of corporate filings and will provide you with information over the phone about specific corporations. This information will include a company's date of incorporation, its location, and the names of its officers and directors. The division also accepts Uniform Commercial Code financing statements as well as business trust, trademark/service mark and limited partnership filings.

A research room is open to the public during regular business hours.

Room 1717, One Ashburton Place  
Boston, MA 02108  
(617) 727-9640  
(617) 727-2850



## Massachusetts Archives



**T**he staff of the Massachusetts Archives collects, describes, preserves and makes available to the public the important records of state agencies and their colonial predecessors. The Archives collection offers exceptional resources for genealogists, local historians, scholars and others. The Records Management Section, administered by the Archives, provides comprehensive consultative services to all levels of state and local government.

Located in the new facility at Columbia Point in Dorchester, the Archives is open to the public Monday through Friday from 8:45 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

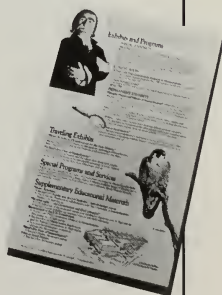
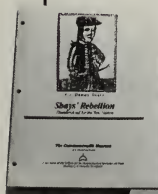
220 Morrissey Boulevard  
Boston, MA 02125  
(617) 727-2816





**T**he Commonwealth Museum at Columbia Point interprets the history of Massachusetts to its citizens through a mixture of permanent and changing exhibits, combined with an active education and outreach program. By visiting the Commonwealth Museum, you can explore this state's rich heritage and witness the unique development of its people, places and politics. The Museum proudly displays important documents and artifacts from the past and employs state-of-the-art technology to capture the attention and interest of modern-day visitors. School groups are always welcomed; please schedule your visit in advance. Business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday and 9:00 a.m. to 3:00 p.m. on Saturdays.

220 Morrissey Boulevard  
Boston, MA 02125  
(617) 727-9268



## Public Records

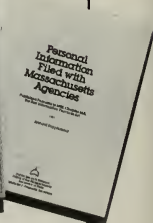
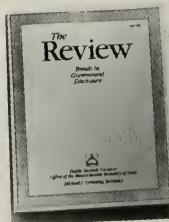
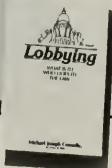


**E**nsuring the accessibility of public records at all levels of Massachusetts government is the responsibility of the Public Records Division. The Supervisor of Public Records rules on approximately 400 cases a year from citizens, public officials and members of the media who have been denied public information.

The division also regulates the Commonwealth's lobbying industry and provides information on federal candidates and political action committees with expenditures in Massachusetts. Public Records' computer system allows direct access to federal political committees everywhere in the country. Party ward and town committee lists are available for public inspection.

A speaking program and publications about public records law are available.

Room 1701, One Ashburton Place  
Boston, MA 02108  
(617) 727-2832



## Commissions



**T**he staff of the Commissions section of Public Records tracks gubernatorial appointments and administers the oath of office to public officials, notaries public and justices of the peace.

The section also certifies the acts of notaries public and other officials on documents going out of the country and maintains files on municipalities' option statute acceptances.

Room 1703, One Ashburton Place  
Boston, MA 02108  
(617) 727-2836





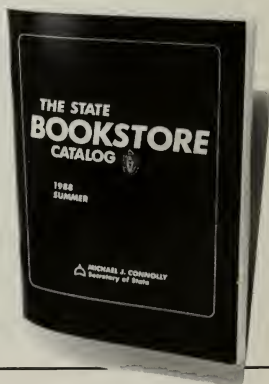
## State Bookstore



**O**n the first floor of the State House is the popular State Bookstore, where the publications of many state agencies are displayed in one location. Here you will find the complete body of state regulations and session laws as well as a wide variety of useful guides, studies and directories relating to state government. In addition, advanced copies of newly enacted laws, bound editions of the *Acts and Resolves*, and lists of public officers may be purchased.

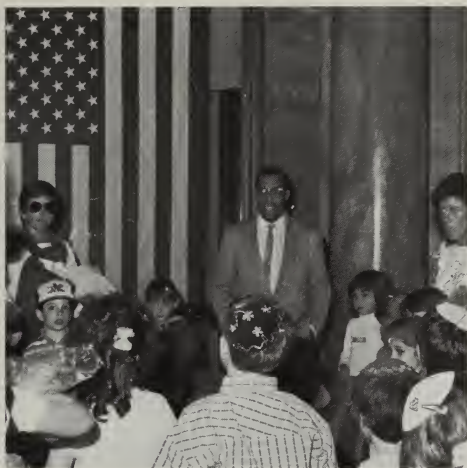
Write for the free Bookstore Catalog, come in and browse, or give us a call.

Room 116, State House  
Boston, MA 02133  
(617) 727-2834





## State House Tours

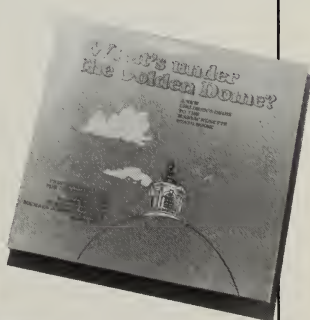
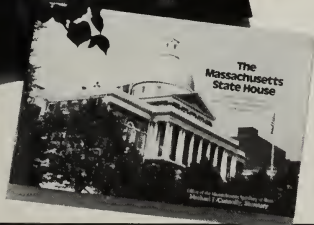
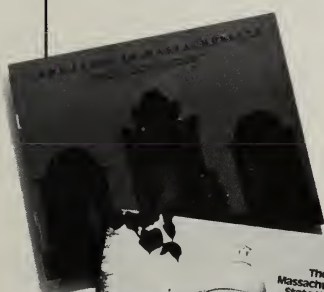


**G**uided tours of the State House are offered to individuals and groups by the Tours and Government Education Division to acquaint them with the unique history and architecture of the building.

In addition, tours focused on the legislative process—how a bill becomes law—are provided, as well as foreign language and school class tours. These tours should be scheduled in advance.

All tours are offered from 10:00 a.m. to 4:30 p.m. Monday through Friday.

Room 194, State House  
Boston, MA 02133  
(617) 727-3676



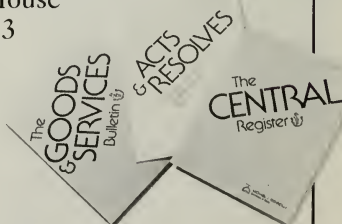
## Regulations



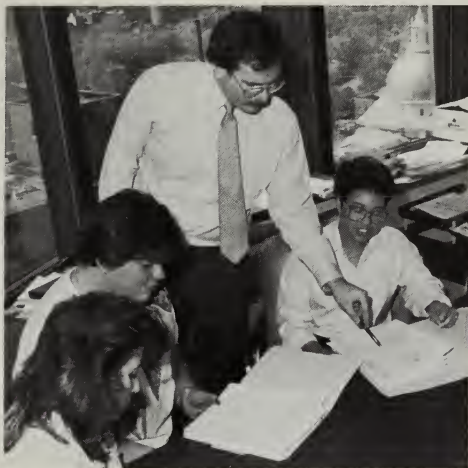
**A**s the publishing arm of the Secretary of State's office, the Regulations Division compiles recently enacted legislation and prints the new laws in "Advance Copy—Acts and Resolves." The regulations of all state agencies are published in the 24 volume "Code of Massachusetts Regulations", which is available in the State Bookstore.

In addition, the Regulations Division offers two publications on public contracts. The "Central Register", published weekly, lists information about construction-related public facility contracts from municipal, regional and state authorities. The "Goods and Services Bulletin", also published weekly, lists requests for bids for automobiles, supplies, printing, and all other provisions over \$500, including professional services. Both are available by subscription.

Room 67, State House  
Boston, MA 02133  
(617) 727-9136



## Securities



**T**he Massachusetts Uniform Securities Act is administered and enforced by the Securities Division. The Act regulates the offer and sale of stocks, bonds, mutual funds and other securities and is designed to protect the investing public from potential fraud and unfair sales practices.

If you question the validity of a particular offer, or have doubts about whether or not your broker is registered or complaints about the handling of your brokerage accounts, check with the Securities Division.

Room 1719, One Ashburton Place  
Boston, MA 02108  
(617) 727-3548

## State Records Center



**L**ocated in the Massachusetts Archives Building at Boston's Columbia Point, the State Records Center provides a climate-controlled storage facility for 200,000 cubic feet of records created and collected by state agencies.

In addition to storage space, the Records Center staff offers free delivery of records to state agencies in the Metropolitan Boston area. This service saves time and money for records requestors and ensures the protection of confidential and restricted records.

220 Morrissey Blvd.  
Boston, MA 02125  
(617) 727-2470

## Western Office



**C**onveniently located in downtown Springfield, the regional office of the Secretary of State brings state government to the residents of central and western Massachusetts. Like the main office in Boston, the western branch offers many important services. You can file nomination papers, be sworn in as a notary public, obtain information about elections, legislation, corporations and other matters relating to state government. In addition, the Western Office serves as an extension of the State Bookstore.

21 Elm Street  
Springfield, MA 01103  
(413) 733-7876  
(617) 727-1425



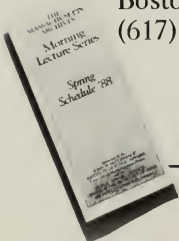


## Public Affairs



**T**he Public Affairs Division is responsible for developing and administering a marketing program aimed at raising public awareness of the various services provided by the Secretary of State's office. Staff members execute an extensive outreach program through direct mailings, public speaking programs and day-long forums. Specific projects include the publication and distribution of *The Record*, a quarterly newsletter about the office; the implementation of the Archives Morning Lecture Series, a highly successful monthly program which brings prominent public figures to speak at the new Archives facility at Columbia Point; and the coordination of the "Voter Hall of Fame," an award project established to honor citizens who have voted for 50 years or more. In addition, the division initiated and is part of the Voter Registration Partnership, a non-profit corporation designed to increase voter registration and participation.

Room 1612, One Ashburton Place  
Boston, MA 02108  
(617) 727-4596



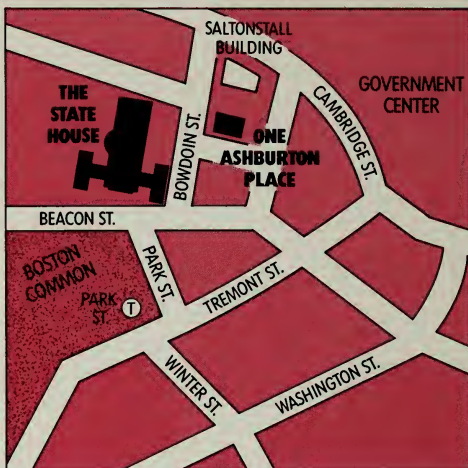


## **Popular Publications from the Secretary of State's Office**

- *Welcome to Massachusetts*, a practical guide for new residents.
- *Property Tax Exemptions for Older Citizens, Surviving Spouses, and Minors*.
- *Automobile Excise Tax Information*.
- *Safe and Sanitary Housing*, tenant and landlord rights and responsibilities, (English, Spanish).
- *How to Obtain a Marriage License in Massachusetts*, (English, Spanish).
- *Bay State Basics, a Student Guide to Living in Massachusetts*.
- *Historic Places, Historic Parties*, a list of historic buildings available for private use.
- *Your State Legislators*, an up to date list of legislators, their communities, phone numbers, etc.
- *How to Register and Vote*, (English, Spanish, Portuguese).
- *Citizens' Guide to State Services*, a selective listing of governmental agencies and programs.
- *The Record*, a quarterly newsletter from the Office of the Secretary of State.
- *Absentee Voting*, (English, Spanish).
- *Don't Stand There . . . Run!*, a succinct "how to" guide for political candidates.
- *Choosing a Name for Your Business*
- *Organizing a Corporation*
- *Organizing a Non-profit Corporation*
- *How to Become a Notary Public*
- *The Massachusetts State House*, a walking tour guide.
- *What's Under the Golden Dome?*, a child's introduction to the State House.
- *Lawmaking in Massachusetts*, how a bill becomes a law.
- *How to Register as a Lobbyist*
- *What is a Regulation?*
- *Access to Public Contracts*, doing Business with the State
- *Color Massachusetts*, a child's activity book

All of the publications listed here are available at the State Bookstore.

## Office of the Secretary of State



## Commonwealth Museum/ Massachusetts Archives



**Michael J. Connolly,  
Massachusetts  
Secretary of State**

For further information contact:  
**Citizen Information Service**  
(617) 727-7030  
1-800-392-6090  
(toll-free)

or:

**The Public Affairs Division**  
(617) 727-4596